



Australian Government

CSCORG051 Prepare offender reports for justice agencies

Release: 1

CSCORG051 Prepare offender reports for justice agencies

Modification History

Release 1. This is the first release of this unit of competency in the CSC Correctional Services Training Package Release 5.0

Application

This unit describes the skills and knowledge required to maintain current offender information and prepare reports for communication with courts, other judicial system bodies and offender services.

This unit applies to those working in the justice environment.

An individual undertaking this role generally works independently, drawing upon support from familiar resources. They would undertake complex tasks in a range of familiar contexts.

The skills and knowledge described in this unit must be applied within the legislative, regulatory and policy environment in which they are carried out. Organisational policies and procedures must be consulted and adhered to, particularly those related to offender management reports.

No licensing, legislative or certification requirements apply to unit at the time of publication.

Pre-requisite Unit

Not applicable.

Competency Field

Organisational administration and management

Unit Sector

Not applicable.

Elements and Performance Criteria

ELEMENTS

Elements describe the essential outcomes.

PERFORMANCE CRITERIA

Performance criteria describe the performance needed to demonstrate achievement of the element.

- | | |
|----------------------------------|---|
| 1 Review current offender | 1.1 Assess offenders' circumstances and obligations in |
|----------------------------------|---|

information	relation to the context of the report
	1.2 Check and confirm relevant information related to the conditions of court decisions and sentencing or release
	1.3 Review offender information and update in accordance with new information
	1.4 Consult with stakeholders to obtain specific information needed to comply with court conditions and sentencing or release
	1.5 Review services, agencies and programs that relate to the conditions of courts and sentencing or release and determine suitability and priorities
2 Prepare reports	2.1 Identify the reporting requirements in the management of offenders
	2.2 Collate information relevant to the purpose of the report and check for accuracy
	2.3 Prepare reports in the appropriate format that meet the requirements of the justice agency
	2.4 Provide appropriate conclusions, summaries or recommendations consistent with the purpose of the report
	2.5 Document the basis for advice and recommendations
	2.6 Send reports to appropriate delegated person for approval or feedback
	2.7 Manage all information according to the requirements of the organisation

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions may be found in the Correctional Services Training Package

Companion Volume Implementation Guide.

Unit Mapping Information

This unit replaces and is equivalent to CSCORG004 Prepare reports for justice agencies.

Links

Companion Volume Implementation Guides are found in VETNet -

<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=114e25cd-3a2c-4490-baae-47d68dcd2fde>

Assessment Requirements for CSCORG051 Prepare offender reports for justice agencies

Modification History

Release 1. This is the first release of this unit of competency in the CSC Correctional Services Training Package Release 5.0

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria on at least two occasions and include:

- analysing information and extracting relevant points
- reading and summarising legal documents
- checking and confirming with reliable sources the accuracy and relevance of information
- sorting information into a logical sequence and determining its relevance and priority
- determining the need for additional information and sourcing if required
- providing and writing information in the format and language required by the justice agency, consistent with the organisation's reporting standards
- adhering to the time constraints of specific justice reports
- managing and storing information in accordance with organisational procedures.

Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria and include knowledge of:

- legislation and statutory obligations of reporting in own state or territory justice system, including legal requirements of own role and responsibilities
- organisational policies and procedures for offender management reports
- types of reports required in the justice system for the management of offenders
- sentencing conditions and requirements, including compliance and breaches of conditions
- consideration of the offender's level of risk when preparing reports
- awareness of personal bias in report writing
- rules of evidence
- security of information, confidentiality and right to information
- relevant cultural practices within the organisation and community
- technical and professional language used in the justice system.

Assessment Conditions

Assessors must hold credentials specified within the Standards for Registered Training

Organisations current at the time of assessment.

Assessment must satisfy the Principles of Assessment and Rules of Evidence and all regulatory requirements included within the Standards for Registered Training Organisations current at the time of assessment.

Assessment must occur in workplace operational situations. Where this is not appropriate, assessment must occur in simulated workplace operational situations that reflect workplace conditions.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Resources for assessment must include access to:

- a range of relevant exercises, case studies and/or simulations
- acceptable means of simulation assessment
- applicable documentation, including workplace procedures, regulations, codes of practice and operation manuals
- relevant materials, tools, equipment and PPE currently used in industry.

Links

Companion Volume Implementation Guides are found in VETNet -

<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=114e25cd-3a2c-4490-baae-47d68dcd2fde>